



HARRISON POLICE DEPARTMENT

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ANTHONY MARRACCINI
Chief of Police

September 11, 2014

Supervisor Ron Belmont and
Members of the Town Board
Town/Village of Harrison
1 Heineman Place
Harrison, New York 10528

Re: First-Line Supervision Course

Supervisor Belmont and Members of the Town Board:

I respectfully request Sergeant Frank Massaro to attend the First-Line Supervision Course on October 6th 2014, from 0800-1800 hours, hosted by the Eastchester Police Department. This course takes the position that the responsibility for quality-control enforcement in an organization depends on the loyalty and abilities of its first-line supervisors.

The total cost of the tuition for this course is \$150.00.

Respectfully submitted,

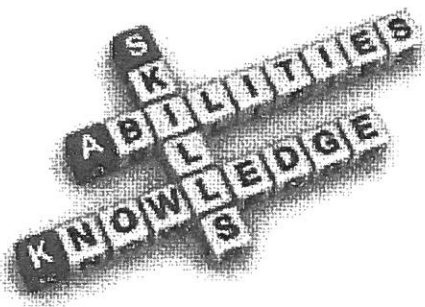
Anthony Marraccini
Chief of Police

AM/jc



First-line Supervision

Hosted by the Eastchester Police Department
NY (Westchester County)
from 8am-4pm on October 6, 2014



This course takes the position that the responsibility for quality-control enforcement in an organization depends on the loyalty and abilities of its first-line supervisors.

Effective supervisors are those that know when to motivate, when to lead, when to discipline, when to be subordinate, and when to just get out of the way.

Command and supervisory personnel from the following agencies should attend:

- *Law enforcement
- *Fire services
- *Public Works Human Resources
- *Emergency Communications
- *911 Corrections
- *Municipal Administration

Attendees are taught:

- The legal and fiduciary responsibilities of a first-line supervisor
- How to build a positive Supervisor-to-Subordinate relationship
- How to apply basic principles of employee motivation, leadership and performance management to day-to-day performance problems
- How to establish accountability with the difficult employee
- How to conduct a Problem-Solving conference and document a plan for performance improvement
- How to complete a Critical Incident Report that documents an employee's performance problem.

Students receive class outline, model forms, rules, and certificate of attendance. (Class size is limited, please register early)

John Detchon / Associate

John Detchon has 38 years of experience as a sworn officer, serving five years with a major State Highway Patrol and 32 years with a Sheriff's Department. John is a former detective, 911, jail, and patrol operations commander. He has conducted internal affairs investigations for 15 years while serving as a division commander in various assignments. He is a graduate of the Ohio State Highway Patrol Academy, Ohio Peace Officers Academy, attended Kent State University and is a certified corrections academy instructor and Ohio Police Basic instructor.

Regular tuition: \$150 first registrant/\$130 each additional
Prepaid tuition: \$130 first registrant/\$120 each additional

(P.O.'s Vouchers, postmarked on or after September 30, 2014)
(All CC payments and checks postmarked by September 29, 2014)

P.O.'s Vouchers, Claims, DOJ accepted but does not guarantee tuition rate

Fax this entire page to VMA 614-451-8905 Or call 800-331-8025 Or Email: feedback@vmanet.com (Duplicate this form if needed)

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